

Installment Refund Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

I hope this message finds you well. I am writing to inquire about the status of my installment refund related to my business loan taken on [Loan Date], with account number [Account Number].

After reviewing my payment records, I believe there may have been an overpayment of installments. I would appreciate it if you could provide clarification regarding my outstanding balance and any potential refund for the excess payments made.

Thank you for your prompt attention to this matter. I look forward to your response.

Sincerely,

[Your Name]